

How to Deal With a Lazy Co-Worker When a Boss Doesn't Care

When you have talked with your boss or supervisor about your concerns with a lazy peer – and he doesn't care what can you do?

1. Determine how much of YOUR job responsibilities interact with your co-workers.

- If it's a matter of "sour grapes" because he/she gets to be lazy and you don't
 - Don't worry about it
 - Ignore it
 - It will come back to bit him/her
- If you have shared responsibilities, and he/she isn't carrying their load – it's worth pursuing
- Start by listing out what shared responsibilities you share with this person.
 - If you find that there are none – it's really not worth pursuing

2. Approach him/her and explain to them that their slacking off affects you too.

- Don't do this in a rude or unprofessional way.
 - Don't accuse – simply point out that the two of you have problems working together.
 - Ask the person if she has any ideas on how things might work better.
 - If he/she gets defensive then diffuse the situation by working on solutions instead of pointing fingers- stick to the facts not the feelings!
 - Remember- tempers can escalate!

3. Submit a written complain (if this is necessary) to your boss and CC this to your bosses supervisor.

- This proves that you did in fact inform your direct supervisor of the problem.
- Always follow the chain of command!
- Again, don't point fingers or accuse anyone of laziness.
 - Simply state the facts:
 - "Janice had 12 phone calls today"
 - I couldn't share the computer today because Janice was playing games all day.
 - Janice was support to do this ...and nothing happened.
 - Janice was assigned to do the supply inventory and didn't do it right – that's why we ran out of paper.
 - Again don't point fingers – just state the facts.

4. If nothing is done about the lazy co-worker and you have informed your immediate supervisor in writing – then you can go up the chain of command – but only to the next level.

- Your supervisor (because of confidentiality) can't tell you what they did about the problem – BUT you should be able to SEE changes in your co-workers behavior.

5. If, still noting happens, make an appointment with your supervisor and request a transfer to another department and explain that you cannot continue working with the lazy co-worker because it negatively affects your work.

6. Take the responsibility on for yourself.

- If your co-worker continues to be lazy – figure out how you can pick up the pieces and still “look” good
- This may really be an opportunity to “shine”
- Don’t be afraid of speaking up and taking credit for YOUR work.
 - If your co-worker speaks up first and says:
 - “We did this!”
 - You speak right up and say, “No, I did this.” (state the facts only)

Handout : How to Deal With a Lazy coworker When a Boss doesn't Care!

- 1. Determine how much of YOUR job responsibilities interact with your co-workers.**
- 2. Approach him/her and explain to them that their slacking off affects you too.**
- 3. Submit a written complain (if this is necessary) to your boss and CC this to your bosses supervisor.**
- 4. If, still noting happens, make an appointment with your supervisor and request a transfer to another department and explain that you cannot continue working with the lazy co-worker because it negatively affects your work.**
- 5. Take the responsibility on for yourself.**

Scenario:

You walk into the office one day to find a new employee sitting next to you. Everyone knows that she is having an affair with your supervisor. She just sits there and plays with the computer all day or is on the phone to her sisters. She does very little. When someone comes in for help she directs them to you. She is last to punch in, in the morning and first to punch out at night. This has been going on for a few weeks now, and you notice that she is taking credit for a lot of the things that you do around the office. You've thought about talking with your supervisor about the situation – but it is obvious that you will be ignored – or worse maybe threatened.

Talk the situation over with your peers now and do the following:

1. Act out the scene with someone being the good employee and someone being the “bimbo”, and someone else is the supervisor.
2. Now, tell the class exactly what you're going to do to handle the situation.

Ticket 1

Welcomed Rehab group this morning and spent a few minutes on announcements. Then proceeded to discuss how to manage peers who are lazy and unproductive – particularly when their not caring affects your work performance. Discussed assertive ways to manage this such as speaking directly. Went on to discuss how to positively manage a the same situation when you have talk with the supervisor and no change is apparent. Talked about the importance of directness, keeping facts foremost and not emotion, and following chain of command for the organization. Also discussed the importance of good documentation to protect and support.

Individual Note:

Plan:

- Continue working on positive people management skills in the work setting.
- Continue working on good, clear and unemotional communication of concerns.

Ticket 2

Welcomed group members to class this morning. Reviewed topic of positive and assertive management of co-workers who are “lazy” and or don’t care – and the supervisor is not effective in managing the problems. Talked about the positive steps to take in terms of considering one’s own position and responsibilities and handling this in an assertive manner. Then broke group up into smaller groups to role play such a scenario demonstrating positive management. Groups of 3 did very well to illustrate assertive skills.

Individual Note:

Client seemed to have fun with today’s role playing. Shy at times, but willing to engage with peers to demonstrate assertive peer Reponses. Good effort.

Plan:

- Next week begin working on creating a positive yet honest resume.